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REVISION HISTORY			
Rev	Description of Change	Author	Effective Date
A	Original	JLA	11/03/2003

REFERENCE DOCUMENTS	
Document Number	Document Title
QMS 200	AMA-200 Quality Systems Manual

PREFACE

This policy is intended as a tool for Personnel of AMA-260 to use when managing Contracting Officer's Technical Representative (COTR) responsibilities.

0. Introduction

The AMA-260 COTR management process was developed to standardize the contract management procedure. AMA-260's Contract Management process has been developed to achieve a more productive and effective quality management system while meeting contract and ISO requirements.

0.1 Process Objectives

The process is designed for one or more of the following purposes:

1. to fulfill customer training requirements
2. to coordinate within AMA-200 to insure all requirements are communicated.
3. to provide contract requirements to new or existing contracts.

1. Purpose

This document defines the process used by the COTR in the carrying out of their assigned responsibilities. The process is necessary to comply with applicable Regulations.

2. Scope

This process applies to the following activities conducted by COTR's in AMA-260:

- 2.1 Writing Performance Work Statements (PWS)
- 2.2 Establishing Technical Evaluation Documents
- 2.3 Preparing Purchase Requests
- 2.4 Performing designated functions as the COTR on existing and ongoing contracts.

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3. Definitions and Acronyms

AFS-500	Flight Standards Training Division
AIR-500	Aircraft Certification Training Division
COTR	Contract Officers Technical Representative
PWS	Performance Work Statement

4. Flowchart

There is no flowchart required for this document.

5. Responsibilities

5.1 The COTR's in AMA-260 are responsible for:

5.1.1 Establishing or revising a PWS as necessary for division requirements for efforts wherein contractor support is desired at the Aeronautical Center.

5.1.2 Establishing the technical evaluation process and providing technical evaluation documents for each requirement

3.1.3 Submitting purchase requests for requirement to AMQ-300

3.1.4 Monitoring the contract and the work accomplished by the contractor to ensure that all work complies with and is in accordance with the contract.

6. Detailed Process

6.1 INPUT REQUIREMENTS:

6.1.1 Requirements for contractor support are provided by course managers to the COTR and approved by the Branch Manager. ([Contractor Request for Instructional or Revision and Development Procedure, QP 260.01](#))

6.2 ACTUAL PROCESS:

6.2.1 Upon receipt of requirements from each branch, the information is provided to the contractor and a schedule is prepared

6.2.2 A Purchase Request is submitted for the requirements for each branch

6.2.3 A Delivery Order or change to an existing delivery order is issued by AMQ-340 to add the requirements to the contract

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- 6.2.4 The work on the delivery order is monitored by the COTR and any changes in classes or requirements are documented and the schedule is revised as necessary
- 6.2.5 The COTR reviews and certifies invoices as appropriate
- 6.2.6 When a new contract is required, the COTR prepares the PWS, participates as a member of the technical team, prepares technical evaluation documents, and participates as an active member of the Integrated Product Team.

7. **Metrics**

There are no metrics required for this document.

8. **Quality Records**

Quality Records for this document are maintained by the COTR. These records shall be generated and managed in accordance with AMA-200 Quality Records procedures.